



Event: _____
Date of event: _____
Meeting date: _____

2015 City of Dublin Community Event Permit Application

Complete and return to:
City of Dublin
Events Administration
6555 Shier Rings Road
Dublin, OH 43016
614-410-4545

TSchimmoller@dublin.oh.us

Available online at <http://dublin.oh.us/cr/guidebook/>
Updated January 2015

This completed application must be received by the City of Dublin 90 days prior to the proposed event. The \$125 permit application fee is due by the event meeting date. If the permit packet is not received by that time, City staff has the right to refuse to review the event permit.

Name of Event _____
Day & Date of Event: _____
Location of Event: _____
☐ City property ☐ I own the property ☐ The owner of the property is: _____
Responsible Organization: _____
Event Organizer (if different) _____
Event Web site: _____
Contact's Name: _____

Please note whether the following mailing address is for the ☐organization or the ☐contact's residence.

Address: _____
City/State: _____ Zip: _____
Telephone: (b) _____ (h) _____
Cell Phone: _____ Fax: _____
Email: _____

Have you applied for a Hotel/Motel Tax Grant? ☐Yes ☐No

Type of Event: ☐Run/Walk ☐Bike Race ☐Parade ☐Street Fair ☐Other

Brief Event Description – including purpose, target audience and description.

Day/Dates/Times of Event: _____
Day/Dates/Time of Set Up: _____
Day/Dates/Times of Tear Down: _____
Day/Dates/Times of Rain Event: _____

Will you charge admission or participation fees? If so, what? _____

If parade, race, run or walk, please indicate route and attach a proposed route map:

Attendance: _____ Anticipated Spectators: _____ Anticipated Participants: _____

Will the normal operations of residents or businesses be affected by your event? ☐Yes ☐No

If yes, please attach a copy of the notification letter to be approved by Events Administration before being sent to the affected residents/businesses.

*****Any items left blank will be determined at the event meeting.*****

Security and First Aid:

Describe your internal security procedures (e.g. are you hiring a private security firm?):

Will you request Dublin Police for event security? ☐ Yes ☐ No

Will there be a command post at your event? ☐ Yes ☐ No

Will you have an on-site provider of primary first aid? ☐ Yes ☐ No

If yes, will you request on-site Washington Township Emergency Medical Service or other provider?
☐ WTFD ☐ Other

Please list the provider of first aid if other than Washington Township:

Contact: _____ Phone: _____

Traffic Control & Parking Resources & Equipment:

Please describe your traffic, parking and overflow plan: _____

Will you request the services of Dublin Police for traffic control? ☐ Yes ☐ No

List specific lot locations and number of parking spaces available:

Will you charge a fee for parking? If so, what? _____

Will you request on-street parking removal? ☐ Yes ☐ No

Will you request that any street(s) be closed? ☐ Yes ☐ No

If yes, please list street(s), date(s) & time(s): _____

Will you require barricades?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	_____
Traffic cones?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	_____
Will this event require temporary No Parking signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	_____
Handicapped Parking signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	_____
Directional signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	_____
Sandwich boards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	_____

Sanitation for Events Held on City Property:

Will streets need to be cleaned before/after event? ☐ Yes ☐ No

Describe your clean-up plans both during and after the event: _____

Company delivering trash and/or recycling dumpster: _____

Contact: _____ Phone: _____ After hours phone _____

Dumpsters and trash cleanup are the responsibility of the event organizer. Charges may be incurred for any cleanup done by City staff.

Portable toilets rental company: _____

Contact: _____ Phone: _____ After hours phone _____

Proposed locations: _____

Drop off date/time: Pick up date/time: _____

Electric & Water

Will you use electricity? ☐ Yes ☐ No Generators? ☐ Yes ☐ No

Outdoor extension cords must be 3-prong UL listed extension cords. Proper grounding required.

Describe electrical usage: _____

All electrical and temporary structure permits must be obtained from the City of Dublin Building Standards, 614-410-4600.

Will you need a water source? ☐ Yes ☐ No Clean/drinking water? ☐ Yes ☐ No

If yes, a fire hydrant permit may be required.

Equipment

Will you use tents or inflatables? ☐ Yes ☐ No

Rental company: _____ Phone: _____

List tent or inflatable size(s) & location(s) or attach map: _____

A permit from Washington Township Fire Department (614-652-3920) is required for any inflatable or any tent 400 square feet or larger.

Will other temporary structures be used (e.g., bleachers, stages, etc.)? ☐ Yes ☐ No

If so, please list specifics and locations: _____

All electrical and temporary structure permits must be obtained from the City of Dublin Building Standards, 614-410-4670.

Will you rent the mobile stage from the City of Dublin? ☐ Yes ☐ No

If yes, please complete the Mobile Stage Rental Form

Entertainment Activities

Will you have music? ☐ Yes ☐ No Time(s) of music: _____
If yes, what type of music/amplification? (e.g., DJ, live band, portable system) _____

Food & Beverage

Will food be sold at your event? ☐ Yes ☐ No If yes, describe: _____
If yes, each vendor must obtain a food vendor license. If they do not have a license, please contact the appropriate County Board of Health office to secure one.

Will food be served at your event? ☐ Yes ☐ No If yes, what type? _____

Will alcohol be sold or served at your event? ☐ Yes ☐ No

If yes, please attach a complete list of who will be serving alcohol.

What is your training for alcohol servers? _____

Will you request alcohol training from the Dublin Police? ☐ Yes ☐ No

Facility/Park Rental and Reservation:

Will you rent a City facility/park for your event? ☐ Yes ☐ No

If yes, please list which one: _____

Have you reserved the facility/park through the Dublin Community Recreation Center?

☐ Yes ☐ No

Please list date/time of facility/park reservation: _____

CITY OF DUBLIN
HOLD HARMLESS/INDEMNITY AGREEMENT

To the fullest extent by law, the undersigned Organization agrees to indemnify and hold the City of Dublin (City), its respective officers, agents, and employees and volunteers harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness, or disease (including death result at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization, or anyone acting in its behalf in connection with or incident to the event scheduled for _____, except that the Organization shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced thereunder. And the Organization shall pay any and all judgments that may be recovered in any suit, action or proceeding, and any and all expense, including but not limited to, costs, attorney's fees and settlement expenses that may be incurred therein.

Organization Name

Authorized Signature

Date

City Manager, City of Dublin

Date

Signatures

Event Organizer:

By signing below, I certify that I have read, understand and agree to abide by the policies and procedures of the City of Dublin as they pertain to the event I am organizing.

Event Organizer: _____ Date: _____

Attachments Check List

Refer to Community Event Guidebook as to whether or not you must submit the following. When applicable, attach copies of:

- ☐ Tent permit
- ☐ Electrical permit
- ☐ Temporary structure permit
- ☐ Sign permit
- ☐ Insurance Requirement
- ☐ Detailed layout map, including tent locations, vendor sites and logistical needs
- ☐ Route map
- ☐ Neighborhood/business notification letter
- ☐ Alcohol Permit and letter to City Council requesting permission to serve/sell alcohol on City property
- ☐ Fireworks permit



Community Event Committee Meeting Notes

Event Name: _____

Event Date: _____

[illegible]